

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 10-35-1

SECURITY
27 December 1962

SECURITY PROCEDURES FOR VACATING
ROOMS IN STEUART BUILDING

1. To insure that no classified materials are left behind in the Steuart Building after the move, the following security procedures will be followed:

- a. Safe file cabinets not moved to will be completely emptied and left open. 25X1
- b. Safe combinations will be written on a piece of paper and scotch-taped on the outside of the top drawer of the safe.
- c. Cards showing names and addresses of custodians will be removed from sides of safe drawers.
- d. Security Check Sheets will be removed from safes and turned into the Security Branch, AS/NPIC.
- e. Desks, tables, bookcases and other storage devices will be thoroughly checked for classified materials.
- f. Room monitors will check their areas to insure that nothing of a classified nature is left behind, and will submit security check sheets to the Security Branch.

2. After the building has been vacated, it will be completely checked by CIA Security Officers. Security violations will be charged to responsible individuals in the event classified material is found. In securing the building, individuals will be expected to exercise normal security precautions. They will not be expected to remove safe drawers, move safes, heavy furniture and equipment in performing their security checks. 25X1

Executive Director, NPIC

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